



Acquisition Strategy Panel (ASP) Process Training Briefing

Presented by:
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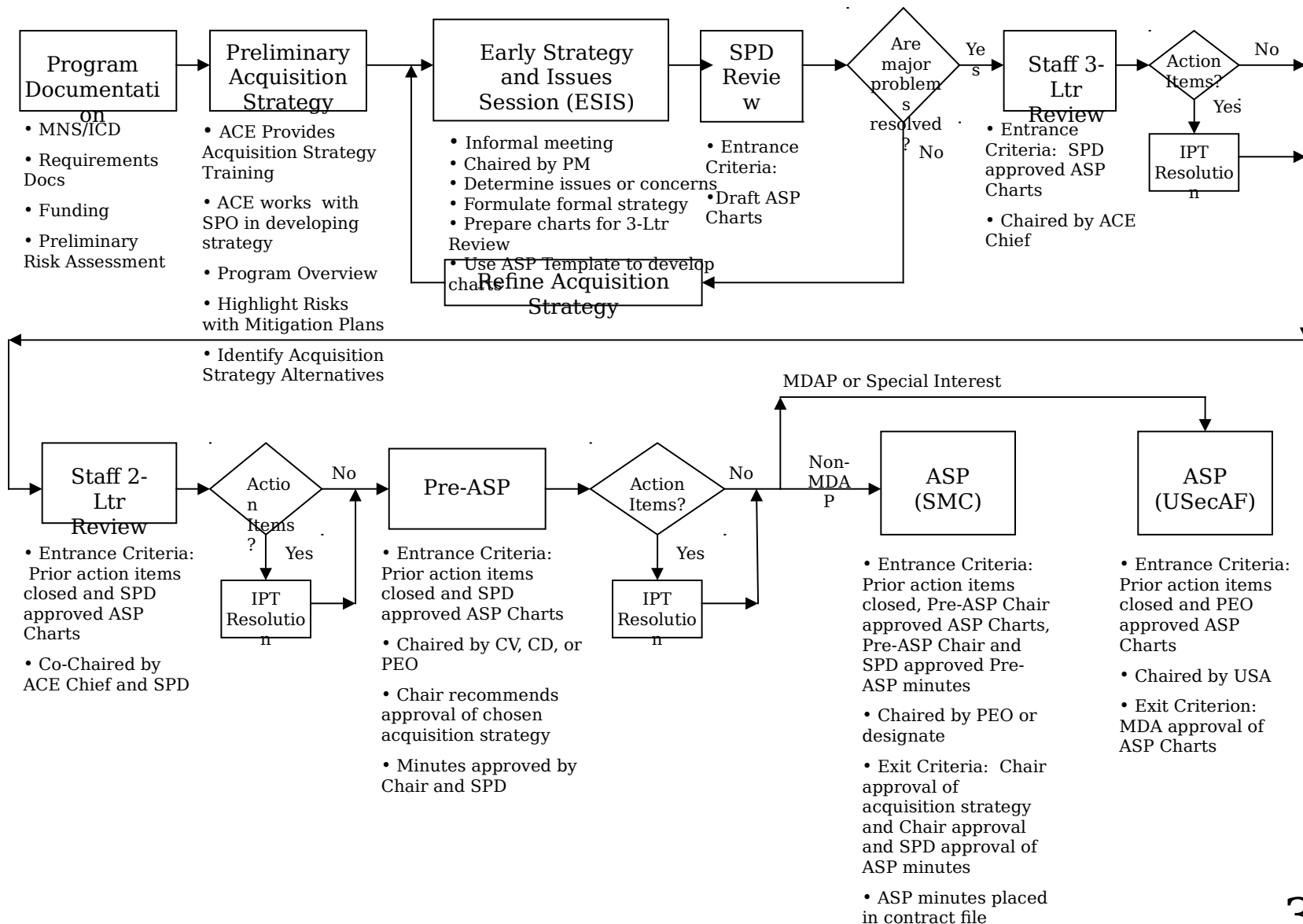
References

The following issuances govern or guide the ASP process:

- **SAF/AQ Policy Memo 95A-009 <web site>**
- **AFFARS 5307.104-90 <web site>**
- **SMC/AX/PK Memorandum (dated 24 Mar 04)**
- **SMC/AXD ASP Process Training Briefing <web site>**
- **SMC/AXD ASP Briefing Template <web site>**



ASP Process





Required Program Documentation

The following documents are required to proceed to an ASP:

- **Requirements Docs (ICD/CDD/CPD/CONOPS) (tailored as appropriate)**
- **Validated Funding - Budget vs Requirement / Pedigree of Budget number**
- **Preliminary Risk Assessment**
- **Program Direction**



Acquisition Strategy Planning

The Program Office shall develop a preliminary acquisition strategy at the beginning of the ASP process. The strategy should be tailored to complement the particular characteristics (priority, complexity, and risks) of the program.

- **Mandatory for all new work Acquisitions requiring an AP, SAMP, or documented Acquisition Strategy**
- **ACE provides Acquisition Strategy Training**
- **ACE works with Program Office in developing strategy**



3-Letter ASP Review

- **Purpose:** Obtain 3-ltr coordination by staff experts on Acquisition Strategy
- **Entrance Criteria:**
 - SPD approved ASP Charts and Executive Summary submitted to the ACE lead NLT 5 working days prior to the review
 - Executive Summary should be no longer than two pages and address Introduction and Background, Objective, Acquisition Strategy Methodology, Conclusions, and Recommendations
- **Chaired by ACE Chief or designated representative**
- **Exit Criteria:** Closure of all action items and clean package ready for 2-Ltr review
- **ACE Lead (ASP Secretariat) plans and coordinates the 3-Ltr ASP review**
 - Schedules review with ACE Chief, Program Office, and SMC functional experts to include AX, SMC Chief Engineer, BC, JAQ, FMP, PKC, PKX, and the warfighter
 - Ensures ASP briefing charts and Executive Summary are sent to invitees
 - Distribute attendee list and take minutes
 - Along with Program Office, write minutes and track action items
 - Obtain signed minutes. Minutes signed by the 3-Ltr Chair indicates review approval
- **Program Office is responsible for submitting to the ACE lead updated charts and Executive Summary NLT 5 working days prior to the next scheduled review**



2-Letter ASP Review

- **Purpose:** Obtain 2-Ltr Directors concurrence on Acquisition Strategy prior to Pre-ASP (2-Ltr ASP can be combined with Pre-ASP if determined appropriate)
- **Entrance Criteria:**
 - Action Items complete or ACE/Program Office agreement to elevate issues
 - SPD approved ASP Charts and updated Executive Summary
 - Signed 3-Ltr ASP review minutes (signed by the 3-Ltr ASP Chair)
- **Co-Chaired** by ACE Chief, SPD, and SMC Chief engineer
- **Exit Criteria:** Closure of all action items and clean package ready for ASP (Unresolved issues will be identified and elevated to the pre-ASP)
- **ACE plans and coordinates the 2-Ltr ASP review**
 - Schedules review with ACE Chief, SPD, Program Office, 2-Ltr representative, and warfighter/user organizations
 - Ensures ASP briefing charts and Executive Summary are sent to invitees
 - Distribute attendee list and take minutes
 - Along with Program Office, write minutes and track action items
 - Obtain signed minutes. Minutes signed by the Co-Chairs indicates review approval
- **Program Office is responsible for submitting to the ACE lead updated charts and Executive Summary NLT 5 working days prior to the next scheduled review**



Pre-ASP

- **Purpose:** To conduct a final review/coordination of the program and to obtain Pre-ASP Chair approval
 - MDAP pre-ASPs are chaired by AFPEO/Space
 - Non-MDAP pre-ASPs are chaired by CV or CD
 - “Other Contracting” chaired by SMC/PK, which are staffed by Colonels, GM-15, other civilians, appointed by SMC/PK
- **Entrance Criteria:**
 - Action Items complete or ACE/Program Office agreement to elevate issues
 - Prior action items should be closed. Any unsolved issues or concerns of the functional 2-Ltrs should be clearly identified in the Pre-ASP briefing*
 - SPD approved ASP charts and updated Executive Summary
 - Signed 2-Ltr ASP review minutes (signed by the 2-Ltr review Co-Chairs)
- **Exit Criteria:** Approval by the Pre-ASP Chair (and endorsed by center leadership) to proceed with ASP
 - Non MDAP ASPs go to AFPEO/Space, unless otherwise directed
 - MDAP ASP go to USecAF
- Minutes are approved and signed by the Pre-ASP Chair and SPD
- Program Office is responsible for submitting to the ACE lead updated charts and Executive Summary NLT 5 working days prior to the next scheduled review



ASP (Non-MDAP)

- **Purpose: Obtain approval of the acquisition strategy**
 - **SMC/CC approval (or delegated MDA authority)**
- **Entrance Criteria:**
 - **Action Items complete. Unresolved issues will be identified and elevated to the ASP**
 - **SPD approved ASP charts and updated Executive Summary**
 - **Signed Pre-ASP review minutes (signed by Pre-ASP Chair)**
- **Chaired by AFPEO/Space or designate**
 - **Function of ASP**
 - **Standing Panel members review the strategy for realism, flexibility, risk, responsiveness to user, overall balance, and “executeability;” and advise the ASP Chairperson.**
 - **ASP Chairperson will ensure that all pertinent aspects of the acquisition strategy have been discussed as appropriate and recommend approval of the strategy and minutes.**
- **Exit Criteria: Chair approval of acquisition strategy and ASP minutes signed by the ASP Chair**
- **Approved ASP charts and ASP minutes are to be placed in the contract file**



ASP (MDAP)

- **Purpose: Obtain USecAF approval of Acquisition Strategy**
- **Entrance Criteria: Prior action items closed, Pre-ASP Chair approved ASP Charts and Pre-ASP minutes. (Unresolved issues will be identified and elevated to the ASP)**
- **Chaired by USecAF or designate**
 - **Program Office works with SAF/USA (Program PEM) to schedule, plan, and coordinate ASP with USecAF**
 - **Program Office acts a Recorder to take minutes for approval**
- **Exit Criterion: MDA approval of ASP and ASP minutes**
- **ASP Secretariat for MDAP (SAF/USA) distributes ASP minutes to members (info copy to SMC/AXD)**



ASP Template

An Acquisition Strategy briefing template is available to the Systems Program Office.

Questions??